



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 2/28/2017	<u>Interviewer:</u> Sue Guenter-Schlesinger (SGS)	RFA #17 – 18
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED] or cell [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Faculty in [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED], WWU student [REDACTED] or cell [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☒ Staff ☐ Student ☐
 Concern Regarding: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒

Category: *(Please check at least one)*

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
2/28/17	SGS t/c with [REDACTED]	
2/28/17	[REDACTED] email to SGS	Sending SGS summary that [REDACTED] also sent to Michael Sledge. See email in file.
3/7/17	[REDACTED] email to SGS	Asking if SGS has an update on [REDACTED].
3/21/17	Hailey Chittick email to [REDACTED]	Hailey emailed [REDACTED] to setup a phone call for Sue with [REDACTED] for the week of March 27 th when Sue is back in the office.
3/30/2017	SGS t/c with [REDACTED]	See notes in file.
4/5/17	MC calls [REDACTED] and schedules a meeting for 4-12-17	
4-12-17	[REDACTED] doesn't attend meeting	

4-14-17	MC emails [REDACTED]	MC tells [REDACTED] that he would like to schedule another time to meet with her since she missed the last meeting. She doesn't respond.
4-18-17	MC calls [REDACTED] but doesn't leave a voicemail	
4-24-17	MC calls [REDACTED] and leaves a voicemail, asking to schedule another meeting	